

NARA Bulletin No. 2001-02 National Archives and Records Administration

October 19, 2000

NARA Bulletin 2001-02

TO: Heads of Federal Agencies

SUBJECT: NARA GPEA Guidance

EXPIRATION DATE: October 31, 2002

1. What is the purpose of this bulletin? This bulletin transmits "Records Management Guidance for Agencies Implementing Electronic Signature Technologies," which was developed by the National Archives and Records Administration (NARA) in response to the Government Paperwork Elimination Act (GPEA). The guidance is also available on the NARA web site at <http://www.nara.gov/records/>.

2. What is the background to this guidance? GPEA (Pub. L. 105-277) requires that by 2003, when practicable, Federal agencies use electronic forms, electronic filing, and electronic signature to conduct official business with the public. In doing this, agencies will create records with business, legal, and in some cases, historical value. This guidance focuses on records management issues involving records that have been created using electronic signature technology. It supplements the Office of Management and Budget (OMB) guidance for agencies implementing GPEA, as well as other NARA guidance.

3. How is NARA disseminating this guidance to Federal agencies?

a. In addition to this bulletin, NARA will distribute copies of the guidance to agency records officers and chief information officers. Records management and information technology staff will need to work together to ensure that records requirements are addressed when implementing electronic signature technologies.

b. NARA will summarize the guidance at the Bimonthly Records and Information Discussion Group meeting scheduled for November 28 (see www.nara.gov/records/bridg.html). The meeting will afford an opportunity for interested agency personnel to ask questions and discuss the records management implications of GPEA with NARA officials. To facilitate the discussion, participants may submit questions in advance via email to records.mgt@arch2.nara.gov. Based on the discussion, NARA may develop additional guidance and training. Both records officers and information technology managers are invited to these meetings.

4. Is Further Information Available? For further records management information and assistance, Federal agencies may contact the Office of Records Services - Washington, DC, Modern Records Programs, or the Office of Regional Records Services as provided in Appendix B of the guidance.

JOHN W. CARLIN

Archivist of the United States

Attachment

